

Request for Decision

Title	2018 First Tri-Annual Management Report
Proposed Motion	<p>1. That Council approve the 2018 First Tri-Annual Management Report.</p> <p>2. That Council direct Administration to use the report as the basis for efforts during 2018 as well as planning for 2019-2021.</p>
Administrative Recommendation	That Council approve the 2018 First Tri-Annual Management Report and accompanying motions, as the report provides Sturgeon County Council with a report on the progress of the 2018-2020 Corporate Business Plan and related budget information.
Previous Council Direction	<p>February 13, 2018 – Motion 050/18</p> <p>That Council direct Administration to provide options for a third-party review of Council remuneration in light of the federal government's 2019 change to the tax rules regarding elected official remuneration for the February 27, 2018 regular Council Meeting.</p> <p>December 20, 2018 – Motion 508/17</p> <p>That Council approve the 2018-2020 Corporate Business Plan as amended.</p>
Report	<p><u>Background Information</u></p> <ul style="list-style-type: none"> The Tri-Annual Management Report provides Sturgeon County Council with a report on the progress of the 2018-2020 Corporate Business Plan and related budget information (as available). The 2018 Corporate Initiatives within the Corporate Business Plan highlight Administration's actions in addressing the Focus Areas identified within Council's 2012-2021 Strategic Plan. <p>Corporate Initiative Report</p> <p>The status report summarizes progress on the Corporate Initiatives that were scheduled during January to April 2018.</p> <p>Of the 24 Initiatives:</p> <ul style="list-style-type: none"> One (1) starts later in the year. Nineteen (19) initiatives progressing on time and budget. Three (3) experiencing some delays in progress: <ul style="list-style-type: none"> MMGA – Intermunicipal Collaboration Frameworks; Sturgeon Valley Area Master Plan; IT Governance Model.

- One (1) initiative added during the year.

As per Motion 050/18 on February 13, 2018, Council's request that Administration conduct a Council Remuneration Review will be added to the Corporate Business Plan and reported on for the Second Tri-annual in October 2018.

Financial Reporting

Financial Services is presenting the Sturgeon County Budget to Actual Variance Analysis Report for the period ended April 30, 2018. Operations are comparable to the prior year for the same period. Revenues collected are 5.9% (2017-5.9%) of budget. Expenses incurred are 23.6% (2017-23.6%) of budget. It is general practice of most municipalities to be in a deficit position this time of year and does not accurately indicate the strong financial position of Sturgeon County as Property Tax Revenue and legislated requisitions are not reflected in this reporting period. The property tax notices are due to be sent out in May and is expected to raise \$49,346,827 in net municipal taxes.

Divisionally, variance in revenues and expenses provide an early guideline of where divisions are performing, using 34% (or 4/12th) as the benchmark:






Division	Operating Revenues – April 30		Operating Expenses – April 30	
	2018	2017	2018	2017
CAO & Council	0.0%	0.4%	27.4%	26.2%
Corporate Support	33.4%	36.8%	30.3%	32.3%
Integrated Growth	39.8%	22.3%	24.5%	27.4%
Municipal Services	26.9%	30.0%	22.0%	23.8%
Municipal Service - Infrastructure	28.7%	25.8%	20.0%	11.1%

CAO and Council: Not all Council expenses were received for the first Tri-Annual. Business Strategy will likely see a slight deficit in personnel costs due to maternity leave expenses. Legislative Services had Assessment Review Board members who took training.

Corporate Support: This division is generally consistent from year to year. Human Resources will incur additional costs to administer a shortened employee survey. Assessment Services is under contract with the Province of Alberta to provide assessment services for Designated Industrial Properties. Finance is working on the exit strategy with Roseridge Waste Management Commission as they will be taking over their own financial services. Information Services has several projects with Records Management and the replacement of online services.

Integrated Growth: Engineering is in construction season. Current Planning and Development is seeing an increase in permits issued. Subdivisions are down from 2017, however endorsement fees are up. Current Planning and Development has therefore seen increased revenue in permits issued and endorsement fees. Economic Development will be providing funding towards Sturgeon County sponsored community events in conjunction with the Canadian Forces Base – Edmonton Garrison Canada Day festivities, the

	<p>Edmonton Air Show and the County Bountty. Spending is below target with Community and Regional Planning as regional approval of the Sturgeon Valley Special Study Area Policies is required prior to commencement of the Sturgeon Valley Area Structure Plan project. The Infrastructure Master Plan is in the early stages of development. Phase I of Sturgeon County Agricultural Planning Initiatives is near completion (Agriculture Engagement Strategy). Funding remains to conduct further agriculture policy or strategy development, should Council authorize Administration to do so.</p> <p><u>Municipal Services:</u> Generally, this division sees increased activity in the summer months. Protective Services has implemented the Sturgeon Regional Emergency Master Plan that is being partially funded by the partnership of local municipalities. Transportation has commenced its summer work program and has utilized 50% of gravel costs to date. Community Services has paid out grants to municipalities under the recreation cost-share arrangement as well as to other organizations and the Northern Lights Library System.</p> <p><u>Municipal Services – Infrastructure:</u> Although funded through the Utility Reserve, there was a major unbudgeted expense for the repair of a water line. Wastewater revenues are up. Storm is within target.</p> <p><u>External Communication</u></p> <ul style="list-style-type: none"> • None. <p><u>Relevant Policy/Legislation/Practices:</u></p> <ul style="list-style-type: none"> • Sturgeon County Strategic Plan Policy (PLY_GOV_ELE_Strategic Plan_2014) • Sturgeon County Strategic Plan 2012-2021 • Sturgeon County 2018-2020 Corporate Business Plan
Implication of Administrative Recommendation	<p><u>Strategic Alignment:</u></p> <p>Strong Local Governance and Regional Leadership – The Strategic Plan Policy and the Strategic Plan are the highest order direction that Council provides to County Administration.</p> <p><u>Organizational:</u></p> <p>This information provides Council the status of Corporate Initiatives and allows Administration to monitor the time and resources necessary for the completion of the initiatives in 2018 or to determine if certain initiatives need to be carried forward into 2019 or a later date.</p> <p><u>Financial:</u></p> <p>The reports do not have direct financial impact on the organization. Presentation of the material aims to enhance the progress and financial reporting of the organization by providing a timely update to Council.</p>
Alternatives Considered	<p>1. That Council refer the 2018 First Tri-Annual Report back to Administration for further information.</p>

Implications of Alternatives	<p><u>Strategic Alignment:</u></p> <ul style="list-style-type: none"> None. <p><u>Organizational:</u></p> <ul style="list-style-type: none"> The alternative considered would delay approval of the Tri-Annual Report, and further reporting would require resources currently committed to completing Corporate Initiatives. <p><u>Financial:</u></p> <ul style="list-style-type: none"> None.
Follow up Action	<ol style="list-style-type: none"> The information included in this report will be reviewed as part of the 2019 budget process and development of the 2019-2021 Corporate Business Plan. Administration will provide Tri-Annual Reports on the 2018-2020 Corporate Business Plan in September 2018 and February 2019.
Attachment(s)	<ol style="list-style-type: none"> 2018 First Tri-Annual Management Report 2018 First Tri-Annual Operational Highlights 2018 April Capital Projects Report 2018 April Variance Report
Report Reviewed by:	<div data-bbox="532 968 894 1045">  </div> <div data-bbox="532 1052 1062 1083"> <p>Danielle Figura, Business Strategy Manager</p> </div> <div data-bbox="532 1129 938 1220">  </div> <div data-bbox="532 1230 927 1262"> <p>Ed Kaemingh, Manager, Finance</p> </div> <div data-bbox="532 1304 691 1423">  </div> <div data-bbox="532 1430 1286 1461"> <p>Frank Besinger, Interim General Manager, Municipal Services</p> </div> <div data-bbox="532 1503 776 1633">  </div> <div data-bbox="532 1640 1269 1671"> <p>Rick Wojtkiw, General Manager, Corporate Support Division</p> </div> <div data-bbox="532 1692 854 1850">  </div> <div data-bbox="532 1860 1187 1927"> <p>Collin Steffes, General Manager Integrated Growth & Acting County Commission – CAO</p> </div>

Strategic Alignment Checklist

Vision: Sturgeon County: a diverse, active community that pioneers opportunities and promotes initiative while embracing rural lifestyles.

Mission: Provide quality, cost effective services and infrastructure to meet the diverse needs of the Sturgeon County community, while improving competitiveness and sustainability.

Focus Areas	Not consistent	N/A	Consistent
Strong Local Governance and Regional Leadership			
<i>We promote consistent and accountable leadership through collaborative and transparent processes (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Consistent with neighborhood role (see MDP), master plans, policies 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Considers fiscal stability and sustainability 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Has a positive impact on regional and sub-regional cooperation 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Respect the Natural Environment			
<i>We acknowledge the importance of a healthy environment and will minimize and monitor our impact on ecosystems (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Compliance with Provincial and Federal regulations and/or legislation 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Ensure effective environmental risk management 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Community Identity & Spirit			
<i>We will build upon our strengths, where together we will create an inclusive, caring community (Strategic Plan, (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Promotes and/or enhances residents' identification with Sturgeon County 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Enhances service provision through community partnerships 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Supports Sturgeon County's cultural history 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Planned Growth and Prosperity			
<i>We encourage varied and integrated enterprises that enhance our strong economic base, while balancing the needs of the community and natural environment. (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Does the proposal align with the Integrated Regional Growth Strategy (map/policies) pg. 26 MDP 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Considers cumulative costs and long-term funding implications 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Targets growth around current or planned infrastructure 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Maintain and Enhance Strong Communities			
<i>We are committed to a safe, secure community, where our residents are respected and provided with access to opportunities. (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Positive impact on residents' quality of life 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Supports and promotes volunteer efforts 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Provides programs and services that are accessible to all residents 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Operational Excellence			
<i>We have the organizational capability to deliver consistent and defined levels of service to all stakeholders in a professional, efficient, and cost effective manner</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Staff have the knowledge, skills and capability to perform their jobs 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Streamlines operational processes and policies 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Promotes engagement and professional interaction with stakeholders 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Considers a cost-structure which allows Sturgeon County to remain competitive within a regional, national and global context 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>